

# **VENDOR EXHIBITION RULES AND REGULATIONS**

## **EXHIBIT SPACE**

**SPACE IN THE EXHIBIT HALL WILL BE PRE-ASSIGNED BASED ON DISPLAY SIZE AND NEEDS. THIS WILL BE DETERMINED BY OUR VENDOR ORGANIZERS .**

**SPACE RENTAL IS \$425 FOR MEMBERS AND \$575 FOR NON-MEMBERS.**

### **THIS FEE INCLUDES:**

- **EXHIBIT REGISTRATION, ONE STANDARD 8' TABLE WITH SKIRTING OR AN 8' SPACE FOR YOUR FLOOR DISPLAY, AND 1-2 CHAIRS**
- **YOUR COMPANY AND CONTACT INFORMATION LISTED IN THE CONFERENCE PROGRAM.**
- **YOU ARE WELCOME AND ENCOURAGED TO ATTEND ANY OF THE CONFERENCE SESSIONS AND SOCIAL EVENTS**
- **DOOR PRIZES WILL BE PROVIDED TO ATTRACT MORE CONFERENCE PARTICIPANTS. PRIZES WILL BE PURCHASED AND AWARDED BY MINNESOTA NAHRO. TO BE ELIGIBLE, CONFERENCE DELEGATES MUST VISIT EVERY BOOTH IN THE EXHIBIT HALL. EXHIBITORS MAY ALSO HAND OUT SAMPLES, TRINKETS, OR MEMENTOS OF INSIGNIFICANT VALUE.**

## **ADDITIONAL OPTIONS**

- **ACCESS TO ELECTRICITY IS AVAILABLE FOR \$50.00 PER OUTLET. EXHIBITORS PROVIDE THEIR OWN EXTENSION CORDS.**
- **AN EXTRA TABLE OR AN EXTRA 8' SPACE MAY BE OBTAINED FOR \$150 PER TABLE/SPACE.**
- **REGISTRATION FEE DOES NOT INCLUDE LODGING, OR OTHER MEALS. LODGING CAN BE PURCHASED DIRECTLY AT THE NEARBY VENUES LISTED ON OUR WEBSITE.**

## **EXHIBIT HOURS**

**5:00 – 6:30 PM ON WEDNESDAY, OCTOBER 7TH AND 5:00 – 6:30 PM ON THURSDAY, OCTOBER 8TH.**

## **USE OF SPACE**

**ALL DEMONSTRATIONS MUST BE CONFINED TO THE LIMITS OF THE EXHIBIT SPACE. NO EXHIBITOR SHALL ASSIGN, SUBLET, OR SHARE THE WHOLE OR ANY PART OF THEIR SPACE WITHOUT THE PRIOR KNOWLEDGE AND CONSENT OF MINNESOTA NAHRO.**

## **INSTALLATION OF EQUIPMENT**

**NOTHING SHALL BE POSTED, TACKED, OR ATTACHED TO THE WALLS, COLUMNS, OR OTHER PARTS OF THE BUILDING. IF THE DESIGNATED SET-UP OR TEAR-DOWN HOURS ARE INADEQUATE FOR YOUR EXHIBIT, PLEASE CONTACT MINNESOTA NAHRO FOR MORE INFORMATION AT [INFO@MNNAHRO.ORG](mailto:INFO@MNNAHRO.ORG).**

## **RESTRICTIONS**

**MINNESOTA NAHRO RESERVES THE RIGHT TO RESTRICT EXHIBITS WHICH, BECAUSE OF NOISE, METHOD OF OPERATION OR OTHER REASON, MAY BE CONSIDERED OBJECTIONABLE.**

## **CONTRACT FOR SPACE**

**THIS SIGNED REGISTRATION FORM WITH FULL PAYMENT CONSTITUTES THE COMPLETE AGREEMENT FOR THE RIGHT TO USE SPACE. IN THE EVENT OF FIRE, STRIKE, OR OTHER CIRCUMSTANCE BEYOND THE CONTROL OF MINNESOTA NAHRO, THIS CONTRACT SHALL NOT BE BINDING. MINNESOTA NAHRO RESERVES THE RIGHT TO CANCEL ANY CONTRACT WITH ANY EXHIBITOR AT ANY TIME PRIOR TO, OR DURING THE CONFERENCE.**

## **LODGING**

**LODGING IS AVAILABLE AT CONFERENCE VENUE AT GROUP CONFERENCE RATE. MENTION THAT YOU ARE ATTENDING THE MINNESOTA NAHRO CONFERENCE TO RECEIVE THE DISCOUNT.**